

RECORD RETENTION PERIODS FOR MONTANA STATE-CHARTERED CREDIT UNIONS

APPENDIX “A” TO MONTANA ADMINISTRATIVE RULE (NEW RULE I) RETENTION OF CREDIT UNION RECORDS

Proposed: July 27, 2006

This Appendix lists minimum retention periods for many types of credit union records. The list is not all-inclusive, but includes most common types of corporate, accounting and customer relationship records maintained by credit unions. For ease of reference, records may be listed under more than one heading. If a retention conflict exists between the rule and other laws or rules, whether federal or state, the law or rule requiring the longer retention period shall govern.

For those records not listed in this publication, there may be specific other laws that govern (personnel records for example). If no other specific guidance exists, credit union management should establish appropriate retention periods, in consultation with the credit union’s board of directors, credit union accountants and credit union counsel when appropriate.

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NOTE: *ACC = After Account Closed*
AEAA = After Examination and Audit

CREDIT UNIONS

Accounting Records

Retention Guidelines

Accrual Records	3 years
Annual Statement of Condition	Permanent
Annual Statement of Operations	Permanent
Asset/Liability Management records	3 years
Audit (internal and external) Report	Permanent
Audit (internal) work papers	3 years
Bank Statements from depository banks	6 years
Budget Report	2 years
Call Reports (5300's)	Permanent
Charged-off asset records	Permanent
Currency Transaction Reports	5 years
Checks/Share Drafts (paid by bank /credit union)	8 years
Check Requisitions	2 years
Daily Statement of Condition	5 years
Deferred Loan Fee Record	2 years after examination
Depreciation records	3 years after life of asset
Dormant account records	Permanent

Escheated Documents	Permanent
Fixed Assets Inventory	2 years
General Ledger	Permanent
General Ledger Transaction Report	Permanent
Income and Dividend Reports	8 years
Interest/Dividend Checks (paid)	8 years
Journal Entries	8 years
Journal and cash record	Permanent
Reserve requirement computations	2 years
Money Orders (paid)	8 years
Monthly Loans Purchased Report	8 years
Monthly Loans Sold Report	8 years
Other real estate owned transaction history	7 years
Overdraft reports	5 years
Paid Bills and invoices	8 years
Paid Check/Share Draft Listings	8 years
Periodic statements of members, or the individual	
Share and loan ledger (complete copies)	Permanent
Real Estate Held for Redemption History	8 years
OREO Transaction History	8 years
Savings Interest/Dividend Posting Report	2 years
Statement of Condition, including balance Sheet and income statement:	
Daily	2 years
Annual	Permanent
Teller Balancing Records	8 years
Wire transfers – debits and credits	5 years

Administrative and Corporate Records

Retention Guidelines

Affidavits	7 years
Annual Reports to Members	Permanent
Application for Membership	Permanent
Articles of Incorporation	Permanent
Attachments (garnishments, liens, levies)	4 years after close
Audit Reports (External)	Permanent
Audit Reports (Internal)	6 years
Ballots and Proxies	6 years
Bank Reconciliation	Permanent
Branch Applications	Permanent
Bylaws and Amendments	Permanent

Certificates or licenses to operate under programs of various government agencies, such as a certificate to act as issuing agent for the sale of U.S. Savings Bonds	Permanent
Charitable contributions	7 years
Charter	Permanent
Civil Actions	8 years
Contracts and leases (with banks, service bureaus)	8 years after termination
Corporate charter	Permanent
Court case records	4 years after satisfaction
Court Orders	8 years
Credit Union examiners records	Permanent
Currency Transaction Reports	5 years
Director reports (if separate from minutes)	3 years
Examination reports	Permanent
Executive Officers	Permanent
Indebtedness to correspondent Credit Unions record	3 years
Executive committee reports (if separate from minutes)	3 years
Insurance Claims	Permanent
Insurance Records:	
Bankers blanket bond	6 years after expiration
D & O liability policy	6 years after expiration
Group disability policy	6years after expiration
Journal of Destroyed Records	Permanent
Journal of Microfilmed Records	Permanent
Large Currency Transactions	8 years
Legal Correspondence	8 years
Legal/Tax Decision or Ruling	Expiration
Licenses and Permits	8 years after expiration
Loans to executive officers and directors	3 years
Minutes of Board of Director Meetings	Permanent
Minutes of Credit Committee Meetings	Permanent
Minutes of Membership Committee Meetings	Permanent
Minutes of Supervisory Committee Meetings	Permanent
Supervisory Committee comprehensive annual audit report	
And attachments (one copy of each)	Permanent
Supervisory Committee Record of Account Verification	Permanent
Tax Returns/Reports	8 years

Bank Secrecy Act (BSA)**Retention Guidelines**

All Required Forms and Records	5 years
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Corporate Credit Union and Bank Borrowings**Retention Guidelines**

Borrowing agreements	2 years after expiration
Collateral receipts	3 years after payoff
Correspondence	2 years after payoff
Notes	2 years after payoff
Verification	2 years after payoff
Withdrawal receipts	2 years after payoff

Credit/Debit Cards**Retention Guidelines**

Account History	6 years AAC
Applications:	
Approved	6 years AAC
Denied	25 months
Charged-off loan records	Permanent
Correspondence	3 years
Credit files	3 years
Disclosure statements	2 years
Merchant agreements	6 years
Payment records	6 years
Sales tickets or drafts:	
By-product of posting	2 years
Used as original entry	6 years
Statements:	
Cardholder	6 years
Merchants	6 years
Transaction journals:	
By-product of posting	2 years
Used as original entry	6 years
Trial Balances	3 years

Checks/Share Drafts**Retention Guidelines**

Account Histories	8 years AAC
Applications	
Approved	8 years AAC
Denied	25 months
Charged-Off Loan Records	Permanent
Correspondence	3 years
Credit Files	8 years
Disclosure Statements	2 years
Merchant Agreements	8 years
Payment (Credit Documents)	8 years
Sales Ticket or Drafts	
By-Product of Posting	2 years
Used as Original Entry	8 years
Trial Balances	1 year AEAA

Collateral**Retention Guidelines**

Collateral receipts	2 years after payoff
Collateral register	4 years
Pledge agreement	2 years AAC

Collections**Retention Guidelines**

Collection letters and receipts (incoming and outgoing)	2 years
Collection register	3 years
Collection note register	2 years after close
Coupon cash letters (outgoing)	6 months
List of cash items	1 year after collection
Savings bond records	3 years

Commercial/Member Business Loans**Retention Guidelines**

Annual financial reports and customer operating statements	6 years
Applications:	
Approved	6 years AAC
Denied	25 months
Appraisals	1 year AAC
Bankruptcy Notices	Permanent

Borrowers' financial statements	3 years
Canceled notes	3 years
Charged-Off-Notes and Records	Permanent
Collateral Records and Receipts	5 years AAC
Correspondence	6 years AAC
Credit Files	5 years AAC
Debit and credit tickets	1 year
Disbursements vouchers	6 years
Disclosure records	3 years
Evidence of compliance with:	
Regulation B	25 months
Regulation U	3 years
Regulation Z	2 years
Federal Reserve Forms G-3, T-4, U-1	3 years AAC
Hypothecation agreements	6 years AAC
Judgments	20 years
Liability Ledger:	
By-product of posting`	2 years
Used as original entry	6 years
Loan committee minutes	6 years
Loan Histories	6 years AAC
Note (Paid)	6 years AAC
Note register:	
By-product of posting`	2 years
Used as original entry	6 years
Overdraft loan agreement	6 years AAC
Participation agreement	6 years AAC
Pledge agreement	6 years
Transaction journal:	
By-product of posting	2 years
Used as original entry	6 years
Trial balance	4 years

Consumer Loans

Retention Guidelines

Applications:	
Approved	8 years AAC
Denied	25 months
Bankruptcy Notices	Permanent

Borrowers' financial statements	3 years
Canceled notes	3 years
Charged-Off-Notes and Records	Permanent
Collateral Records and Receipts	8 years AAC
Consumer Credit Drafts	8 years
Correspondence	3 years
Credit Files	8 years AAC
Daily Proof Sheets	1 year
Dealer Commitment Letters	8 years
Dealer Ledgers	2 years
Dealer Remittance Sheets	1 year
Dealer Customer Identification	5 years
Disclosure Statements	2 years
Evidence of compliance with:	
Regulation B	25 months
Regulation U	3 years
Regulation Z	2 years
Insurance verification	7 years AAC
Liability Ledger	8 years AAC
Loan committee report	6 years AAC
Loans paid report	6 years
Loan Payment Record	8 years
Loan Policies	Permanent
Loan worksheet	7 years
New loan journal	6 years
Note or discount tickler	2 years
Note Register:	
By-Product of Posting	2 years
Used as Original Entry	8 years
Notice of Adverse Action	25 months
Overdraft Loan Agreement	8 years AAC
Paid Notes	8 years AAC
Paid Out Ledger Card	8 years
Rebate Receipt	6 years
Rejected Credit Files:	
Applications	3 years
Correspondence	3 years
Credit Reports	3 years
Resolution	8 years AAC

Statement of Purpose (loans over \$10,000)	5 years AAC
Student Loan Records	8 years AAC
Teller Sheet	2 years
Transaction Journals:	
By- Product of Posting	2 years
Used as Original Entry	8 years
Trial Balance	4 years

Corporate Credit Union/Due From Bank Accounts

Retention Guidelines

Advices	2 years
Drafts	1 year after paid
Reconcilement register	3 years
Statements	2 years

Deposits – Share Certificates

Retention Guidelines

Certificates, after term	8 years
Change of address records	1 year
Copy of certificate	Until closed
Form 1099	7 years
Form 5498	7 years
Form 5035	5 years after closed
Interest/Dividend checks (paid)	5 years
Interest/Dividend Check Register, after paid	1 year
Ledger Cards, Computer Cards, Reports	8 years
Reconcilement to general ledger	3 years
Records of purchase and redemption	5 years
Safekeeping receipts	3 years AAC
Signature Cards	8 years AAC
Tax I.D. Numbers, after redemption	5 years
Transaction Journal: By- Product of Posting	2 years
Used as Original Entry	7 years
Trial Balance	5 years
W-2P	7 years
Withdrawal Request:	
By- Product of Posting	2 years
Used as Original Entry	7 years
Year-end statement	7 years

Deposits – Share Drafts/Checks**Retention Guidelines**

Account Analysis	3 years
Change of address records	1 year
Checks/Share Drafts Paid (Microfilm/Microfiche)	8 years
Credit Tickets	8 years
Currency transaction reports	5 years
Daily Report of Overdraft	4 years
Debit Ticket	8 years
Deposit Tickets (Microfilm/Microfiche): By-product of posting	2 years
Used as original entry	7 years
Dormant accounts, after escheatment	Permanent
History Journal	8 years
Name and Address Changes	2 years
Night Depository:	
Contract	2 years AAC
Daily record	1 year
Signature card	2 years AAC
Overdrafts, Credit File/Daily Reports	8 years
Overdraft trial balance	5 years
Power of attorney	5 years AAC or
	Power of attorney revoked
Records of unclaimed or unidentified deposits	6 years
Regulation CC, evidence of compliance	5 years
Resolutions	8 years AAC
Return Check/Share Draft Register	2 years
Return Check/Share Draft Reports	2 years
Return item records	5 years
Service Charge Reports	2 years
Short Lists (Checks Charged in Total to Member Account)	2 years
Signature Cards (Closed Accounts)	8 years AAC
Statements	5 years
Statement Receipt Cards (On Us Check listing)	5 years
Stop- Payment Orders :	
By-product of posting	2 years
Used as original entry	8 years
Taxpayer I.D. numbers	6 years AAC
Transaction Journal, used as original entry	6 years
Trial balance	4 years
Unclaimed Deposits	Permanent

Uncollected Funds Report	6 years
Undelivered Statements	8 years
Unposted item records (e.g. stop payments, holds, NSF checks/share drafts)	5 years
Withdrawals	8 years
Wire Transfer Debit/Credit Entries	8 years

Deposits – Share Accounts

Retention Guidelines

Canceled Passbooks	Destroy
Deposit Ticket:	
By-Product of Posting	2 years
Used as Original Entry	8 years
Dividend Check Register	8 years
Dormant Account records, after escheatment	6 years
Dormancy Reports	5 years
Earnings Posted Journal	2 years
Exception Reports	2 years
File Maintenance Worksheets	2 years
Form 1099	7 years
In-House Savings Transfer	2 years
IRA Account Records (after closed)	8 years
Ledger Cards:	
By-Product of Posting	2 years
Used as Original Entry	8 years
Member Authorizations	8 years
Member Statements	8 years
New and Closed Account Reports	5 years
Night Deposit Contract and Signature Card	8 years AAC
Night Deposit Daily Record	1 year after closing
Resolutions, Authorizations (after closed)	8 years AAC
Safe Deposit Box History Cards	Permanent
Safe Deposit Box Contracts, Entry Slips	8 years
Safe Deposit Box Signature Cards (closed account)	8 years
Share interest check register	3 years
Signature cards (closed accounts)	6 years AAC
Taxpayer I.D. numbers	6 years AAC
Teller Sheets	2 years
Transaction Journals:	

By-Product of Posting	2 years
Used as Original Entry	8 years
Trial Balance	1 year
Unclaimed Deposit Records	Permanent
Withdrawal Receipts:	
By- Product of Posting	2 years
Used as Original Entry	8 years

Electronic Data Processing

Retention Guidelines

Computer Control Report	1 year
Computer Entry Journal	1 year
Computer Files:	
On-line CRT	3 cycles
On-line Terminals	3 cycles
Computer Ledger Control	1 year
Computer Reject Listing	1 year
Computer Transaction Journal	1 year
Evidence of Compliance with Reg. E	2 years
Internal Control Documents:	
Computer Operating Logs	3 months after exam
Input and Output Logs	3 months after exam
Run Books	3 months after exam
Overdraft Notices and Reports	1 year
Program Documentation	Life of Program + 1 year
Program Change Log	Life of Program + 1 year
Program Modifications	Life of Program + 1 year
Program Test Data and Results	Life of Program + 1 year
Tape Retention:	
Application Interface Tapes	5 cycles + 7 days
Application Month-end Fiche Tapes	2 cycles + 60 days
Application Transaction Tapes	5 cycles + 7 days
Daily Application Backups	5 cycles + 7 days
Fiche Tapes	3 cycles + 3 days
Month-end Application Backups	13 cycles + 403 days
System Backups	5 cycles + 7 days
Year-end Application Backups	7 years
Transactions Records:	
Discs	3 cycles
Magnetic Cards, Cells, Drums, Tapes	3 cycles

Electronic Funds Transfers**Retention Guidelines**

Error resolution log	2 years
Regulation E, evidence of compliance	2 years
Wire copies or advices	5 years
Wire Transfer debit and credit entries	5 years
Wire Transfer log	5 years

Electronic Funds Transfer Act (EFTA)**Retention Guidelines**

Policy or Procedure indicating that disclosures	
And other Documentation have been given	Permanent

Fair Credit Reporting Act (FCRA)**Retention Guidelines**

Notice of Credit Denial (Adverse Action)	2 years
Records of Information Released to Users	
Of Credit Reports	2 years
The following records should not be reported to credit bureaus after the time stated:	
Records of Accounts Charged Off or	
Placed for Collection	No longer than 7 years
Records of Bankruptcies	No longer than 14 years
Records of Convictions, Indictments or Arrests	No longer than 7 years from end of sentence or indictment, or arrest
Records of Paid Tax Liens	No longer than 7 years
Records of Suits/Judgment	No longer than 7 years

Fixed Assets**Retention Guidelines**

Building Contracts, Sub-Contracts, Waivers	8 years
Deeds	Life + 2 years
Depreciation Schedules	Life + 7 years
Insurance Policies	Term and Claim Period
Inventory Records	Life + 7 years
Invoices	Life + 7 years
Leases	Life + 6 Years
Maintenance Contracts	Life + 2 years
Personal Property Returns	8 years

Home Mortgage Disclosure Act (HMDA)**Retention Guidelines**

Loan/Application Register (Form FR HMDA-LAR)	5 years
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Internal Revenue Service

Retention Period: IRS regulations do not provide for a minimum retention period for information reporting forms. As a general guideline, reporting forms should be maintained for a period of seven years after the date reporting of information is required. Records may be microfilmed at any time.

Types of Information Returns (not inclusive):

- 1099-INT – Dividend Reporting
- 1099-MISC – Recipients of Miscellaneous Income
- 1098 – Mortgage Interest
- W-9 or Substitute Form for Verification of Tax ID Number
- IRA Transaction Reporting 1099-R, W2-P, 5498

Investments**Retention Guidelines**

Bond amortization records	6 years
Bond appraisals	3 years
Bond ledger and portfolio:	
Confirmations	3 years
Correspondence	3 years
Safekeeping records and receipts	4 years
Brokers' invoice	3 years
Brokers' statements	3 years
Credit information used to evaluate securities	3 years
Descriptive literature on securities	3 years
Discount brokerage account records	3 years
FHLMC loan files	Permanent
GNMA certificates	7 years after maturity or sale
Government securities broker/dealer	
Form G-FIN-4	3 years AAC
Lost or stolen securities (Form X-17-1A)	3 years
Monthly remittance reports	7 years after maturity
Mortgage backed securities:	
Buy and sell agreement	3 years after maturity
Commitment letter	3 years after maturity
Prospectus for securities	3 years after maturity

Safekeeping records and receipts	4 years AAC
Securities transaction records	4 years

Official Checks, Drafts, Certified Checks

Retention Guidelines

Affidavits, Bonds of indemnity and all pertinent information pertaining to issuance of duplicate checks	Permanent
All official checks – copy	8 years after paid
Cashiers check – paid	6 years
Cashiers check register, after payment:	
By-product of posting	2 years
Used as original entry	7 years
Checks Paid (any kind)	8 years
Certified check Register (after payment)	
By-Product of Posting	2 years
Used as Original Entry	6 years
Drafts paid	6 years
Drafts register, after payment:	
By-product of posting	2 years
Used as original entry	6 years
Expense Vouchers Debit Invoices	5 years
Interest and dividend checks paid	6 years
Money Orders, Paid	6 years
Money Order Register (after payment)	
By-Product of Posting	2 years
Used as Original Entry	6 years
Stop Payment Correspondence	8 years
Travelers checks (agency purchase)	2 years

Operations

Retention Guidelines

Proof/Clearing/Transits Advices of Corrections of Deposit	2 years
Clearinghouse Settlement Sheets	2 years
Corrections and Adjustments	2 years
Departmental or Tellers' Proof Sheets	2 years
Deposit Proof Sheets or Tapes	2 years
In clearing Envelope, Proof Sheets	2 years
Out Clearing Proof Sheets or Tapes	2 years
Outgoing Cash Letters	2 years

Return Item Letters, Checks Not Paid	2 years
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Personnel	Retention Guidelines
Advertisements	2 years
Applications Declined	2 years
Employee Benefit Plans	
Applications	Employment + 3 years
Benefit Committee Minutes	Permanent
Benefit Plan	Life + 5 years
Claim Records	6 years
Group Policies	Life + 2 years
Pension Plans & Annual Reports	Permanent
Profit Sharing Plan & Records	Permanent
Employment History Record	
Personnel Action Records	Employment + 2 years
Salary Contracts	Employment + 6 years
Time Cards	7 years
Work Schedules	2 years
Tax Information	
940,941,941C, W-2, W-3, W-4	7 years
Unemployment Compensation	
Claim Payment Records	5 years
Claims	5 years
Fund Records	5 years
Workmen's Compensation	
Policy	Life + claim period
Record for Claims	5 years after settlement

Proof, Clearings and Transit	Retention Guidelines
Advices of corrections to deposits	2 years
Balancing Forms	2 years
Clearinghouse settlement sheets	2 years
Copies of advices of corrections	2 years
Corrections and adjustments	6 months
Departmental or teller's proof sheets	1 year
Deposit proof sheets or tapes	1 year
In clearing envelope, proof sheets or tapes	1 year
Out clearing (cash letters) proof sheets or tapes	1 year

Return item letters, checks/share drafts not paid	1 year
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Real Estate Loans

Retention Guidelines

Applications:	
Approved	6 years AAC
Denied	25 months
Appraisals	1 year AAC
Assumptions:	
Assignment of escrow	Life of loan
Assumption letter	Life of loan
Annual reports and customer statements	7 years
Change of address records	1 year
Charged-off records	Permanent
Collateral files	5 years AAC
Commitment letters	5 years AAC
Construction loan forms:	
Construction progress certification	7 years AAC
Contractor's cost breakdown	7 years AAC
Final inspection	7 years AAC
Loan in progress card	7 years AAC
Orders to pay contractor or vendor	7 years AAC
Residential construction inspection cards	7 years AAC
Specifications and lists of materials	7 years AAC
Correspondence	3 years AAC
Credit files	5 years AAC
Deed of trust	7 years AAC
Evidence of compliance with:	
Community reinvestment act	2 years AAC
Fair credit reporting act	25 months AAC
Home mortgage disclosure act (Regulation C)	5 years AAC
Real Estate Settlement Procedures Act	
Regulation X	2 years AAC
Regulation Z	2 years
FHA bank statements	5 years
Flood insurance certificate	Life of loan
Insurance policies	1 year after expiration
Lenders request of termination of home mortgage insurance	7 years AAC
Liability ledgers:	
By-product of posting	2 years AAC

Used as original entry	7 years AAC
Loan agreement	5 years AAC
Loan committee minutes	6 years
Loan origination case file (HUD/FHA)	2 years AAC
Loan settlement statement	7 years AAC
Loan subordination agreement	7 years AAC
Mortgage	7 years AAC
Mortgage extension agreement	7 years AAC
Mortgage payment coupons	1 year
Mortgage receipts	1 year
Notice of adverse action	25 months
Payoff statement	6 months
Payment history record	5 years AAC
Promissory note	7 years AAC
Property insurance certification	7 years AAC
Remittances, serviced mortgages	6 years AAC
Request for verification of deposit	7 years AAC
Statement of estimated settlement charges	7 years AAC
Tax bills	Life of loan
Transaction journal:	
By-product of posting	2 years
Used as original entry	6 years
Trial balance	4 years

Real Estate Owned

Retention Guidelines

Accounting Records	6 years after disposal
Deeds	Until disposed of
Insurance Policies	2 years after expired
Lease and Rental Agreements	2 years after term expired
Maintenance Contracts	2 years after term expired
REO Income & Expense Records	6 years

Safe Deposit

Retention Guidelines

Access records	4 years
Copies of rent receipts	2 years
Inventory of box contents	2 years after close
Leases or contracts	4 years after close
Signature cards	5 years after close

Wills of deceased tenant	2 years
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Security

Retention Guidelines

Evidence of compliance with standards for security (NCUA Regulation 748)	2 years
Reports of robberies, burglaries, nonemployee larcenies committed or attempted	Permanent

Tellers

Retention Guidelines

Bank by mail envelopes	6 months
Cash reconciliation to general ledger	3 years
Currency transaction reports	5 years
Night Depository agreements	2 years after closed
Night depository envelopes	6 months
Night depository log	2 years
Tellers' cash tickets	2 years
Tellers' difference/outage record	2 years
Tellers' individual balancing sheets	2 years
Tellers' machine tapes	2 years
Vault records	1 year

Trusts

Retention Guidelines

Agreements	Permanent
Amortization schedules	After maturity
Appraisals	10 years
Bond ledger	6 years
Cancelled bonds and coupons	After account closing
Cancelled stock certificate	7 years; return to company
Change of address	1 year
Correspondence:	
Decedent's personal records	1 year AAC
Fees	7 years
Files	3 years AAC
Trust correspondence	Permanent
Corporate trust ledger	Permanent
Coupon envelopes	3 years
Coupon ledgers	Permanent
Directives	Permanent

Dividend check tapes	4 months
Dividend and interest listing	1 year
Dividend ledgers	7 years
Dividend and registered bond interest checks	7 years
Dividend report cards	7 years after closing
Form 1096	3 years after filing
Form 1099	3 years after filing
General department records:	
Accounting for fiduciaries	Permanent
Account reviews	7 years AAC
Account synopsis	7 years AAC
Agency agreements	Permanent
Audit reports	7 years
Buy and sale orders	7 years
Court agreements	Permanent
General correspondence	3 years
Inventory and safe deposit box release	5 years
Miscellaneous:	
Legal opinions	Permanent
Paid bills	6 years
Minute books (trust committee and	
trust investment committee)	Permanent
Notes, mortgages and contracts	Return to customer when
	paid in full
Original trust entries (daily debits and credits)	3 years
Receipt or assets delivered after closing	7 years
Registered journals	Permanent
Registered mail report	3 years
Run statements	1 year
Safekeeping receipts (cancelled)	7 years
Safekeeping inventory	7 years
Signature files	7 years
Stockholders ledgers	Permanent
Stockholders listings	3 years
Stock transfer instructions	7 years
Stock transfer receipts	Permanent
Stop payment instructions	After closing
Stop payment orders	7 years
Supporting papers to transfers	7 years

Surety bonds	7 years return to co.
Tickler cards	1 year AAC
Transfer sheets/ledger	Permanent
Trust agreements	Permanent
Trustee bank statements	6 years
Vault withdrawal and deposit tickets	6 years
Personal Trusts:	
Accounting ledgers	Permanent
Appraisals	10 years
Asset listing (computer)	Permanent
Asset pricing list	2 years
Cash and asset detail per account	Permanent
Cash listing	Permanent
Cash registers	1 year
Check requisitions	1 year
Check vouchers (probate accounts)	6 years AAC
Checks	Permanent
Claims and research	7 years
Common trust fund violations	Permanent
Comptroller reports	Permanent
Daily department balances control sheets	7 years
Daily blotter of transactions	18 months
Daily settlement of department	3 years
Directives	Permanent
Escheatment reports	Permanent
Fee ledgers	Destroy AAC
Fee schedules	3 years
Fee outstanding	7 years
Income receipt listings	6 years
Journals	5 years
Nominee records	7 years
Overdraft listing	1 year
Pledge reports	7 years
Posting tickets	3 years
Purchase and sale:	
Broker confirmations	7 years
Broker statements	7 years
Investment review	Permanent
Real estate and mortgage documents	7 years

Security and trust analysis	7 years
Trust	Permanent
Special files:	
Ad valorem tax returns	2 years after filing
Estate tax return	15 years after filing
Federal and state tax returns	10 years after filing
Final statement of account	Permanent
Historical activity statements	Permanent
Intangible tax returns	2 years after filing
Social security returns	5 years after filing
Trust returns	Permanent
Suspense reports	7 years

Visa Records

Retention Guidelines

Preposting Reports	
Transaction History Log	180 days
Monetary Input Log	30 days
Batch Total Register	30 days
Incoming BASE II	180 days
Incoming INET Report	180 days
Monetary Transactions – Debit	Indefinitely
Cardholder Posting Reports – Daily	
Daily Miscellaneous Activity Register	30 days
Consolidated Reject List	30 days
Daily Journal	indefinitely
Authorization Exception Report	180 days
Audit List	Indefinitely
Statistical Reports	Last report of each
	Month for 18 months
Issue register	60 days
Daily verification list	30 days
Daily cumulative balance register	Until next cycle date
Special handling notice (308)	180 days
Settlement report, Level 1	Until monthly settlement
	statement reconciled
Payment Reconciliation	Until GL & Cash accts.
	reconciled
Daily Interchange Register	18 months

Posting Reports – Cycle Date	
Monthly Cycle Status Register Aging Report	Indefinitely Until next cycle date
Credit Balance Report	Until next cycle date
High Balance Report	Until next cycle date
Reissue Register	Until all reissue follow-up completed
Chargeback Reports:	
Outgoing Chargeback Report	180 days
Incoming chargeback report	180 days
Chargeback settlement report, level 1	180 days
Chargeback statistical report	180 days
Chargeback warning report	180 days